

**Form for 1.2.1 (Page 1 of 28)**  
**National Sheriffs' Association Physical Security Checklist**

**Exterior**

**Yes    No**

**Perimeter (e.g., fences and gates)**

- |  |       |       |
|--|-------|-------|
| 1. Is the perimeter of the courthouse grounds clearly defined by a fence, wall, or other type of physical barrier? | _____ | _____ |
| 2. Briefly describe the barrier and its condition.   |       |       |
| 3. Does the barrier limit or control vehicle or pedestrian access to the courthouse?                               | _____ | _____ |
| 4. Are gates solid and not in need of repair?  | _____ | _____ |
| 5. Are gates locked properly?  | _____ | _____ |
| 6. Are gate hinges secure?   | _____ | _____ |

**Lights**

- |  |       |       |
|--|-------|-------|
| 1. Is the entire perimeter lighted?  | _____ | _____ |
| 2. Are lights on all night?  | _____ | _____ |
| 3. Are light fixtures suitable for outside use (i.e., are they weather- and tamper-resistant)? | _____ | _____ |
| 4. Are lights and wiring inspected regularly?  | _____ | _____ |
| 5. Lights are controlled:  |       |       |
| a. automatically   | _____ | _____ |
| b. manually  | _____ | _____ |
| 6. Are control switches inaccessible to unauthorized persons?                                  | _____ | _____ |

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- |   | Yes   | No    |
|---|-------|-------|
| 7. Do any exterior or perimeter lights have an auxiliary power source?  | _____ | _____ |
| 8. Excluding parking areas, describe lighting of the building grounds:  |       |       |
| a. fully illuminated  | _____ | _____ |
| b. partially illuminated  | _____ | _____ |
| c. not illuminated  | _____ | _____ |
| 9. Is the exterior of the building (particularly entry points) sufficiently lighted to discourage unlawful entry attempts or placement of explosives against the walls? | _____ | _____ |
| 10. Are public areas (including parking spaces and walkways) sufficiently lighted to discourage attacks against persons or vehicles?                                    | _____ | _____ |

**Parking Areas**

- |   |       |       |
|---|-------|-------|
| 1. Is entry to and exit from parking areas controlled by:   |       |       |
| a. guard  | _____ | _____ |
| b. an electrically operated gate  | _____ | _____ |
| c. other (specify)  |       |       |
| 2. Who provides the guard service?  |       |       |
| 3. What hours are guard services provided? _____  |       |       |
| 4. Are parking areas watched by closed-circuit TV?  | _____ | _____ |
| 5. Are frequent inspections made of parking area and vehicles not guarded or monitored through closed-circuit TV? | _____ | _____ |

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- |   | Yes   | No    |
|---|-------|-------|
| 6. Is a reserved parking lot on courthouse grounds?   | _____ | _____ |
| 7. Is the reserved area closed or locked during nonbusiness hours?                                    | _____ | _____ |
| 8. Is the reserved area protected by a fence?   | _____ | _____ |
| 9. Are signs posted there?  | _____ | _____ |
| 10. Do reserved parking spaces block access to the courthouse by fire or other emergency vehicles?    | _____ | _____ |
| 11. Is there reserved parking for judges?   | _____ | _____ |
| 12. Is there reserved parking for court staff?  | _____ | _____ |
| 13. Is there reserved parking for jurors and witnesses?   | _____ | _____ |
| 14. Who else has reserved parking? _____  |       |       |
| 15. Are parking spaces reserved by name?  | _____ | _____ |
| 16. Are parking spaces reserved by number?  | _____ | _____ |
| 17. Is access to the garage strictly controlled?  | _____ | _____ |
| 18. Are there adequate communications equipment and an alarm at the guard station in the garage?      | _____ | _____ |
| 19. Is there direct access for judges from the garage to nonpublic elevators or restricted corridors? | _____ | _____ |

**Landscaping**

- |  |       |       |
|--|-------|-------|
| 1. Do landscape features provide places for potential intruders to hide? | _____ | _____ |
|--|-------|-------|

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- |   | Yes   | No    |
|---|-------|-------|
| 2. Are there items such as bricks, stones, or wooden fence pickets which could be used by intruders as weapons, missiles, or tools? | _____ | _____ |
| If yes, describe items _____  |       |       |

**Building**

**Doors, Windows, and Other Openings**

- |  |       |       |
|--|-------|-------|
| 1. Are all exterior doors at least 1¾-inch solid core wood, metal clad, or metal?                                      | _____ | _____ |
| 2. Are all exterior doors properly equipped with cylinder locks, deadbolts, or quality padlocks and hasps?             | _____ | _____ |
| 3. Are doors with windows equipped with double-cylinder locks or quality padlocks?                                     | _____ | _____ |
| 4. Are all exterior doors equipped with intrusion alarms?  | _____ | _____ |
| 5. Are all hinge pins internally located, welded, or otherwise treated to prevent easy removal?                        | _____ | _____ |
| 6. Are doors with panic, or emergency, hardware also fitted with anti-intrusion bars?                                  | _____ | _____ |
| 7. Do doors with panic locks have auxiliary locks for use when the building is not occupied?                           | _____ | _____ |
| 8. Are exterior locks designed or exterior door frames built so that the door cannot be forced by spreading the frame? | _____ | _____ |
| 9. Are exterior locks firmly mounted so that they cannot be pried off?   | _____ | _____ |

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	Yes	No
10. Are exterior door bolts protected or constructed so that they cannot be cut?	_____	_____
11. Are exterior padlocks in place when doors are unlocked?	_____	_____
12. Are exterior padlock hasps installed so that the screws cannot be removed?	_____	_____
13. Are exterior door padlock hasps made with a grade of steel difficult to cut?	_____	_____
14. Are all unused doors permanently locked?	_____	_____
15. Are windows that could be used for entry protected with:		
a. locking devices	_____	_____
b. metal bars	_____	_____
c. mesh	_____	_____
d. intrusion alarms	_____	_____
e. other (specify) _____		
16. Are window bars and mesh securely fastened to prevent easy removal?	_____	_____
17. Are windows on the ground floor made of tempered glass or ballistic plastic?	_____	_____
18. Are all windows not needed for ventilation permanently sealed or locked?	_____	_____
19. Are openings to the roof (doors, skylights, etc.) securely fastened or locked from the inside?	_____	_____
20. Is internal access to the roof controlled?	_____	_____

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	Yes	No
21. Is the roof accessible by means of:		
a. fire escape	_____	_____
b. another building	_____	_____
c. a pole or tree	_____	_____
d. other (specify) _____		
22. Do roof openings have intrusion alarms?	_____	_____
23. Are openings to the building (e.g., tunnels, utility and sewer manholes, culverts, and service ports) properly secured?	_____	_____
24. Is a key-control system in effect?	_____	_____
25. Who is responsible for the key control system? _____		
26. Are building entrance keys issued on a limited basis?	_____	_____
27. Are master keys kept securely locked and issued on a strictly controlled basis?	_____	_____
28. Can the key-control officer replace locks and keys at his discretion?	_____	_____
29. Must duplication of keys be approved by the key-control officer?	_____	_____
30. Is the number of entrance doors in use reduced to the minimum necessary?	_____	_____
31. Do judges and court officers have a private entrance to the building?	_____	_____

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- |   | Yes   | No    |
|---|-------|-------|
| <b>Ceilings and Walls</b>                                 |       |       |
| 1. Do all walls extend to the ceiling?                    | _____ | _____ |
| 2. Are drop or removable ceilings used in the courthouse? | _____ | _____ |
| 3. Where? _____   |       |       |

**Emergency Power System**

- |  |       |       |
|--|-------|-------|
| 1. Is the main power source dependable?                          | _____ | _____ |
| 2. Is there a dependable auxiliary power source for emergencies? | _____ | _____ |

**Alarms**

- |  |       |       |
|--|-------|-------|
| 1. Does the courthouse have an intrusion alarm system?                       | _____ | _____ |
| 2. Does the system meet Underwriters' Laboratories standards?                | _____ | _____ |
| 3. Is the system regularly tested?   | _____ | _____ |
| 4. How often? _____  |       |       |
| 5. Is the system covered by a service and maintenance contract?              | _____ | _____ |
| 6. If not under contract, who provides the service and maintenance?<br>_____ |       |       |
| 7. Was the alarm system properly installed?                                  | _____ | _____ |

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- |   | Yes   | No    |
|---|-------|-------|
| 8. Where does the alarm system terminate?   |       |       |
| a. sheriff's department   | _____ | _____ |
| b. local law enforcement office   | _____ | _____ |
| c. commercial control station   | _____ | _____ |
| d. other (specify) _____  |       |       |
| 9. Is there an emergency power source for all alarms?   | _____ | _____ |
| 10. Does the emergency power source cut in automatically?   | _____ | _____ |
| 11. Are records maintained of all alarm signals<br>(e.g., time, date, location, cause, and action taken)? | _____ | _____ |
| 12. Who keeps these records? _____  |       |       |
| 13. What is the response capability (in time and manpower)?   |       |       |
| Time _____  |       |       |
| Manpower _____  |       |       |
| 14. What are the weaknesses or gaps in the existing alarm<br>system?<br>_____                             |       |       |

**Safe and Vaults**

- |  |       |       |
|--|-------|-------|
| 1. Are safes and vaults equipped with an alarm system? | _____ | _____ |
| 2. What type of alarm system? _____                    |       |       |

**Fire Protection**

- |  |       |       |
|--|-------|-------|
| 1. Does the courthouse comply with local fire codes? | _____ | _____ |
|--|-------|-------|

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**National Sheriffs' Association Physical Security Checklist**

- |   | Yes   | No    |
|---|-------|-------|
| 2. Does the fire marshal routinely inspect the courthouse?              | _____ | _____ |
| 3. When was the courthouse last inspected by the fire marshal?<br>_____ |       |       |
| 4. Did the fire marshal approve the building?                           | _____ | _____ |
| If not, why? _____  |       |       |
| 5. Does the building have fire alarms?                                  | _____ | _____ |
| 6. Does the building have smoke detectors?                              | _____ | _____ |
| 7. Does the building have a sprinkler system?                           | _____ | _____ |
| 8. Does the building have fire extinguishers?                           | _____ | _____ |
| 9. Does the building have emergency fire hoses?                         | _____ | _____ |
| 10. Does the building have an adequate water supply?                    | _____ | _____ |
| 11. Does the building have standpipes?                                  | _____ | _____ |

**Utility Control Points**

- |   |       |       |
|---|-------|-------|
| 1. Are utility and plumbing access plates and doors locked or sealed when not in use? | _____ | _____ |
|---|-------|-------|

**Attic, Basements, Crawl Spaces, and Air-Conditioning and Heating Ducts**

- |  |       |       |
|--|-------|-------|
| 1. Do basement doors have intrusion alarms?                        | _____ | _____ |
| 2. Are basement doors securely fastened or locked when not in use? | _____ | _____ |

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**National Sheriffs' Association Physical Security Checklist**

- |  | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| 3. Are doors to basements, utility rooms, boiler rooms, crawl spaces, and attics locked when not in use? | _____      | _____     |
| 4. Are crawl spaces secured from unauthorized entry?   | _____      | _____     |
| 5. Are air-conditioning and heating vent openings in public areas secure from tampering?                 | _____      | _____     |

**Elevators**

- |   |       |       |
|---|-------|-------|
| 1. Are private elevators provided for judges?                             | _____ | _____ |
| 2. Are certain elevators used exclusively to move prisoners?              | _____ | _____ |
| 3. Are prisoner elevators marked "Not for Public Use"?                    | _____ | _____ |
| 4. Are prisoner elevators controlled by key?                              | _____ | _____ |
| 5. Are prisoner elevators programmed to bypass floors?                    | _____ | _____ |
| 6. Do elevators separate prisoners from escorts by metal bars or grilles? | _____ | _____ |
| 7. Are prisoner elevators equipped with:                                  |       |       |
| a. alarms   | _____ | _____ |
| b. telephones   | _____ | _____ |
| c. closed-circuit TV  | _____ | _____ |
| d. other (specify) _____  |       |       |

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<b>Storage Areas for Arms and Dangerous Substances</b>	<b>Yes</b>	<b>No</b>
1. Which of the following dangerous substances are stored in the courthouse?		
a. weapons	_____	_____
b. ammunition	_____	_____
c. tear gas	_____	_____
d. other (specify) _____		
2. Are dangerous substances stored in a restricted area?	_____	_____
3. Are dangerous substances stored in a secure room?	_____	_____
4. Does the storage area have an intrusion alarm?	_____	_____
5. Is the door there solidly constructed?	_____	_____
6. Are hinge pins concealed or welded to prevent removal?	_____	_____
7. Does this door have an adequate cylinder lock?	_____	_____
8. Does this door have an adequate padlock?	_____	_____
9. Do windows in the storage area have steel bars, or mesh, or are they permanently sealed?	_____	_____
10. Is the storage area well ventilated?	_____	_____
11. Does the storage area have fire detection equipment?	_____	_____
12. Does the storage area have a sprinkler system?	_____	_____
<b>Communications</b>		
1. Are communications adequate?	_____	_____

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	Yes	No
2. If not, what is needed? _____		
3. What communications are available in the courthouse?		
a. telephone	_____	_____
b. radio	_____	_____
c. telegraph	_____	_____
d. teletype	_____	_____
e. public address system	_____	_____
f. other (specify) _____		
4. Is there more than one communications system used exclusively by security personnel?	_____	_____
5. Is there more than one communications system used exclusively for security purposes?	_____	_____
6. Who operates the public address system?  _____		
7. Radios in the courthouse consist of:		
a. sheriff's base station	_____	_____
b. unit in security or bailiff office netting to sheriff's base station	_____	_____
c. hand-held portables used by bailiffs	_____	_____
d. hand-held portables used by security officers	_____	_____
e. other (specify) _____		

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**National Sheriffs' Association Physical Security Checklist**

- |   | Yes   | No    |
|---|-------|-------|
| 8. Can radios net with:                                       |       |       |
| a. local police   | _____ | _____ |
| b. State police   | _____ | _____ |
| c. other sheriffs' departments                                | _____ | _____ |
| d. other (specify) _____                                      |       |       |
| 9. Is maintenance of radio equipment adequate?                | _____ | _____ |
| 10. Do base stations have an auxiliary power source?          | _____ | _____ |
| 11. Is there a duress code signal?                            | _____ | _____ |
| 12. Do all telephones go through a building switchboard?      | _____ | _____ |
| 13. Does the switchboard have any security safeguards?        | _____ | _____ |
| 14. Can teletypes communicate with outside security agencies? | _____ | _____ |
| 15. Which agencies? _____                                     |       |       |

**Storage Areas for Records**

- |   |       |       |
|---|-------|-------|
| 1. Are fire detection devices in the records storage area?  | _____ | _____ |
| 2. Is a sprinkler system in the records storage area?   | _____ | _____ |
| 3. Are current records stored during nonbusiness hours in locked rooms or locked filing cabinets? | _____ | _____ |
| 4. Are records storage areas inaccessible to unauthorized persons?                                | _____ | _____ |
| 5. Are there checkout procedures for all records?   | _____ | _____ |
| 6. Is space available in or near the clerk's office for the public to review documents?           | _____ | _____ |

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<b>Public Area (waiting areas, rest rooms, and hallways)</b>	<b>Yes</b>	<b>No</b>
1. Are public waiting rooms routinely searched?	_____	_____
2. Are waiting rooms next to courtrooms?	_____	_____
3. Are drop or removable ceilings used in waiting rooms?	_____	_____
4. Are public rest rooms routinely searched?	_____	_____
5. Are rest rooms next to courtrooms?	_____	_____
6. Are drop or removable ceilings used in rest rooms?	_____	_____
7. Do any trash receptacles allow easy concealment of contraband?	_____	_____
8. Are directions (directories and floor plans, if appropriate) clearly posted in all public areas?	_____	_____

**Offices Handling Money**

1. Does the cashier's window have security features?	_____	_____
2. Is a large amount of cash in the office overnight or on weekends?	_____	_____
3. Is there an adequate safe, vault, or strongbox?	_____	_____
4. Is the safe approved by Underwriters' Laboratories?	_____	_____
5. Are safes weighing less than 750 pounds securely fastened to the floor, wall, or set in concrete?	_____	_____
6. Are combinations changed when personnel leave?	_____	_____
7. When was the combination last changed?	_____	_____
8. Is the safe or vault protected by an intrusion alarm?	_____	_____

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- |   | Yes   | No    |
|---|-------|-------|
| 9. Where does the intrusion alarm terminate?<br><br>_____                     |       |       |
| 10. What is the response to an alarm?<br><br>Time _____<br><br>Manpower _____ |       |       |
| 11. Is there a duress alarm in these offices?                                 | _____ | _____ |
| 12. Where does the duress alarm terminate?<br><br>_____                       |       |       |
| 13. Who escorts the employee carrying money to the bank?                      |       |       |
| a. sheriff  | _____ | _____ |
| b. local police   | _____ | _____ |
| c. State police   | _____ | _____ |
| d. other (specify) _____  |       |       |
| e. no one   | _____ | _____ |

**Courthouse Procedures**

- |  |       |       |
|--|-------|-------|
| 1. Is there a security procedures manual for the courthouse?   | _____ | _____ |
| 2. Are all data current and correct?                           | _____ | _____ |
| 3. Are emergency plans current?                                | _____ | _____ |
| 4. Is responsibility for declaring an emergency clearly fixed? | _____ | _____ |

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	Yes	No
5. Are the authority and chain of command in emergency plans clear and accurate?	_____	_____
6. Are all emergency plans subject to periodic review and updating?	_____	_____
7. Is there a procedure for handling medical emergencies involving the general public?	_____	_____
8. Is first aid equipment, including oxygen, provided throughout the courthouse?	_____	_____
9. Is that equipment periodically checked and tested?	_____	_____
10. Is there a designated security officer for the courthouse?	_____	_____
11. Is there a security guard on duty after normal working hours?	_____	_____
12. If so, when and what hours?		
<hr/>		
13. Is there a procedure for routine daily inspection of the courthouse?	_____	_____
14. Are tenants given periodic instruction about the various emergency procedures?	_____	_____
15. Are support agreements with other agencies written or informal?	_____	_____
16. Are periodic fire and evacuation drills held?	_____	_____

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- |   | Yes   | No    |
|---|-------|-------|
| 17. Are periodic security conferences held with:  |       |       |
| a. judges   | _____ | _____ |
| b. attorneys  | _____ | _____ |
| c. tenants  | _____ | _____ |
| d. supervising personnel  | _____ | _____ |
| e. custodial personnel  | _____ | _____ |
| 18. Are security plans coordinated with appropriate local, State, and Federal agencies? | _____ | _____ |
| 19. Are public, private, and prisoner circulation patterns separated and well defined?  | _____ | _____ |
| 20. Is there a routine inspection of packages and shipments entering the courthouse?    | _____ | _____ |

**Courtrooms and Related Areas**

**Courtrooms: Location**

1. Do spaces above, below, and next to the courtroom present a security hazard? \_\_\_\_\_

**Courtrooms: Doors, Windows, and Other Openings**

1. Are all unused doors secured? \_\_\_\_\_
2. Are the keys to all doors strictly controlled? \_\_\_\_\_

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- |  | Yes   | No    |
|--|-------|-------|
| 3. Are there separate entrances into the courtroom for:  |       |       |
| a. judges  | _____ | _____ |
| b. in-custody defendants   | _____ | _____ |
| c. spectators  | _____ | _____ |
| 4. Is the prisoner entry door far enough from the public seating area to prevent passing contraband? | _____ | _____ |
| 5. Are all windows draped to obscure vision (particularly of the bench) from outside?                | _____ | _____ |

**Courtrooms: Lights**

- |                                 |       |       |
|---------------------------------|-------|-------|
| 1. Is there emergency lighting? | _____ | _____ |
| 2. Are lights key controlled?   | _____ | _____ |

**Courtrooms: Furnishings**

- |  |       |       |
|--|-------|-------|
| 1. Is the main area or well separated from the spectators by a barrier?  | _____ | _____ |
| 2. Is the judge's bench closed at both ends to restrict access from the well?  | _____ | _____ |
| 3. Are the defendant's chair and the witness chair built to allow use of restraints?                                 | _____ | _____ |
| 4. Are spectator seats solidly built and fastened to the floor?  | _____ | _____ |
| 5. Are potential weapons, such as drinking glasses, water carafes, and ash trays, kept out of the defendant's reach? | _____ | _____ |

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<b>Courtrooms: Security Devices</b>	<b>Yes</b>	<b>No</b>
1. Are routine checks made of:		
a. alarms	_____	_____
b. emergency lighting	_____	_____
c. metal detectors	_____	_____
2. Are metal detectors available for use?	_____	_____
3. Is the bench reinforced to make it bullet resistant?	_____	_____
4. With what? _____		
5. Is there a duress alarm in the courtroom?	_____	_____
6. Are duress alarm buttons installed at:		
a. the bench	_____	_____
b. clerk's station	_____	_____
c. bailiff's station	_____	_____
d. chambers	_____	_____
e. judge's secretary's desk	_____	_____
f. other (specify) _____		
7. Does this alarm have an audio-monitor capability?	_____	_____
8. Is there an acceptable response capability for courtroom duress alarms?	_____	_____
9. Does the courtroom have a telephone?	_____	_____
10. Does the courtroom have a public address system?	_____	_____

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- |  | Yes   | No    |
|--|-------|-------|
| 11. Does the courtroom have a radio transmitter?                           | _____ | _____ |
| 12. Is the bailiff equipped with a portable transceiver?                   | _____ | _____ |
| 13. Does the transceiver net with:   |       |       |
| a. sheriff's base station  | _____ | _____ |
| b. security office   | _____ | _____ |
| c. other (specify) _____   |       |       |
| 14. Are additional restraining devices available for use in the courtroom? | _____ | _____ |

**Courtrooms: Security Procedures**

- |  |       |       |
|--|-------|-------|
| 1. Is there a policy for firearms to be carried into the courtroom by: |       |       |
| a. bailiffs  | _____ | _____ |
| b. law enforcement officer witnesses                                   | _____ | _____ |
| c. law enforcement officer spectators                                  | _____ | _____ |
| d. other (specify) _____   |       |       |
| 2. Are bailiffs armed in the courtroom?                                | _____ | _____ |
| 3. Are bailiffs in uniform?  | _____ | _____ |
| 4. Are prisoners kept in restraints except when in the courtroom?      | _____ | _____ |

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- |  | Yes   | No    |
|--|-------|-------|
| 5. Are there procedures for the emergency evacuation from the courtroom of:                    |       |       |
| a. prisoners   | _____ | _____ |
| b. judges  | _____ | _____ |
| c. jurors  | _____ | _____ |
| 6. Do bailiffs understand procedures for emergency evacuation of prisoners from the courtroom? | _____ | _____ |
| 7. Is there a procedure for a search-screen operation for entry to courtrooms?                 | _____ | _____ |

**Judges' Chambers and Related Offices**

- |   |       |       |
|---|-------|-------|
| 1. Are judges' chambers routinely searched for contraband by bailiffs or secretaries? | _____ | _____ |
| 2. Is visitor access controlled by clerks, bailiffs, or secretaries?                  | _____ | _____ |
| 3. Which? _____   |       |       |
| 4. Are suspicious packages or letters examined before delivery to judges?             | _____ | _____ |
| 5. Do these chambers have more than one means of entry and exit?                      | _____ | _____ |
| 6. Do doors have automatic closing and locking hardware?                              | _____ | _____ |
| 7. Are the chambers routinely locked when the judge is not present?                   | _____ | _____ |

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- |  | Yes   | No    |
|--|-------|-------|
| 8. When occupied by the judge, are the chambers' doors usually:  |       |       |
| a. open  | _____ | _____ |
| b. closed  | _____ | _____ |
| c. locked  | _____ | _____ |
| 9. Are outside views, particularly of judges' desks, obscured?   | _____ | _____ |
| 10. Are judges routinely escorted between parking areas, chambers, and the courtroom?                            | _____ | _____ |
| 11. Are judges escorted between parking areas, chambers, and the courtroom during high-risk or sensitive trials? | _____ | _____ |
| 12. Do chambers have duress alarms?  | _____ | _____ |
| 13. Is there acceptable response capability for these alarms?  | _____ | _____ |
| 14. Do any judges carry firearms?  | _____ | _____ |
| 15. Do any judges keep firearms in their chambers?   | _____ | _____ |
| 16. Do any judges keep firearms at the bench?  | _____ | _____ |

**Witness Waiting Rooms**

- |  |       |       |
|--|-------|-------|
| 1. Are witness waiting rooms provided?                           | _____ | _____ |
| 2. Is it possible to separate prosecution and defense witnesses? | _____ | _____ |
| 3. Is public access to waiting rooms restricted?                 | _____ | _____ |

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- |  | Yes   | No    |
|--|-------|-------|
| 4. Are light switches located outside the waiting rooms? | _____ | _____ |

**Attorney-Client Conference Rooms**

- |  |       |       |
|--|-------|-------|
| 1. Are rooms provided in the courthouse for attorney-client conferences? | _____ | _____ |
| 2. Are these rooms secure?   | _____ | _____ |
| 3. Do the rooms have drop or removable ceilings?                         | _____ | _____ |
| 4. Can the rooms be locked?  | _____ | _____ |
| 5. Are the rooms routinely searched for contraband before and after use? | _____ | _____ |
| 6. Are conferences visually observed at all times?                       | _____ | _____ |

**Jury Deliberation Room**

- |  |       |       |
|--|-------|-------|
| 1. Is the jury deliberation room next to the courtroom or accessible through a controlled passage?       | _____ | _____ |
| 2. Are the windows draped?   | _____ | _____ |
| 3. Are rest rooms provided as an integral part of the deliberation area?                                 | _____ | _____ |
| 4. Is the deliberation room soundproofed well enough to prevent unauthorized persons from eavesdropping? | _____ | _____ |
| 5. Is the deliberation room routinely searched for contraband before occupancy?                          | _____ | _____ |
| 6. Is the deliberation room locked when unoccupied?  | _____ | _____ |

**Form for 1.2.1 (Page 24 of 28)**  
**National Sheriffs' Association Physical Security Checklist**

<b>Prisoner Reception Area</b>	<b>Yes</b>	<b>No</b>
1. Are prisoners brought from jail to the reception area in the courthouse by:		
a. elevator	_____	_____
b. stairway	_____	_____
c. tunnel	_____	_____
d. bridge	_____	_____
e. vehicle	_____	_____
f. foot	_____	_____
2. Do prisoners brought from outside the courthouse enter through a:		
a. public entrance	_____	_____
b. private entrance	_____	_____
c. sally port	_____	_____
3. Is the area equipped with gates that can close the area to the public?	_____	_____
4. Is there more than one means for vehicles to exit from the area?	_____	_____
5. Are gates electronically controlled from a remote station?	_____	_____
6. Is an interlocking system used so that the outer gate can be closed and locked before the door to the building is opened?	_____	_____
7. Is this area monitored by closed-circuit TV?	_____	_____

**Form for 1.2.1 (Page 25 of 28)**  
**National Sheriffs' Association Physical Security Checklist**

- |   | Yes   | No    |
|---|-------|-------|
| 8. Is this area used exclusively for prisoner movement? | _____ | _____ |
| 9. Is the entrance for prisoners out of public view?    | _____ | _____ |

**Restricted and Secure Passageways**

- |  |       |       |
|--|-------|-------|
| 1. Do prisoners walk through public areas when going from temporary holding areas to court?                              | _____ | _____ |
| 2. Are restricted passages also used by judges and court staff?  | _____ | _____ |
| 3. Are restricted or secure passageways monitored by closed-circuit TV?  | _____ | _____ |
| 4. Are law enforcement officers required to leave guns in locked cabinets before entering restricted or secure passages? | _____ | _____ |
| 5. Are restricted passageways locked with keys that cannot normally be duplicated commercially?                          | _____ | _____ |
| 6. Are keys to secure passageways issued to people other than sheriff's personnel?                                       | _____ | _____ |
| 7. Are security staff forbidden to remove secure passageway keys from the building?                                      | _____ | _____ |
| 8. Are the stairways used for prisoner movement adequately lighted?  | _____ | _____ |
| 9. Are stairways and stairwells enclosed with protective metal grilles?  | _____ | _____ |
| 10. Are stairways monitored by closed-circuit TV?  | _____ | _____ |

**Form for 1.2.1 (Page 26 of 28)**  
**National Sheriffs' Association Physical Security Checklist**

<b>Temporary Holding Areas</b>	<b>Yes</b>	<b>No</b>
1. Are temporary holding facilities located in the court building?	_____	_____
2. If not, where are prisoners held?  _____		
3. How many temporary holding cells are there?  _____		
4. Are prisoners moved from the reception area to a temporary holding area by a secure or restricted:		
a. elevator	_____	_____
b. stairway	_____	_____
c. tunnel	_____	_____
d. bridge	_____	_____
5. Do temporary holding cells open directly into:		
a. the court	_____	_____
b. a restricted passage	_____	_____
6. Are adequate toilet facilities available for prisoners?	_____	_____
7. Are lights for the holding area controlled from outside the cells?	_____	_____
8. Do cells have emergency lights?	_____	_____
9. Do cell doors have observation ports?	_____	_____

**Form for 1.2.1 (Page 27 of 28)**  
**National Sheriffs' Association Physical Security Checklist**

- |   | Yes   | No    |
|---|-------|-------|
| 10. Is at least one holding cell equipped for audio or visual coverage of courtroom proceedings?                    | _____ | _____ |
| 11. How are cell doors locked:  |       |       |
| a. electrically   | _____ | _____ |
| b. manually   |       |       |
| 12. Are cell doors locked and unlocked from:  |       |       |
| a. a remote command center  | _____ | _____ |
| b. directly   | _____ | _____ |
| c. both   | _____ | _____ |
| 13. Are keys to temporary holding cells issued to people other than sheriff's personnel?                            | _____ | _____ |
| 14. Are temporary holding areas locked with keys that cannot normally be duplicated commercially?                   | _____ | _____ |
| 15. Are cells and areas used by prisoners routinely searched for contraband before and after use?                   | _____ | _____ |
| 16. Are cells built securely and in a way that reduces opportunities for self-inflicted injuries by prisoners?      | _____ | _____ |
| 17. Are law enforcement officers required to leave guns in locked cabinets before entering temporary holding areas? | _____ | _____ |
| 18. Are prisoners kept in restraints except when in the cell?   | _____ | _____ |
| 19. Are additional restraining devices available?   | _____ | _____ |
| 20. Are telephones available?   | _____ | _____ |

**Form for 1.2.1 (Page 28 of 28)**  
**National Sheriffs' Association Physical Security Checklist**

- |   | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
| 21. Are juveniles routinely separated from other prisoners?   | _____      | _____     |
| 22. Are females routinely separated from other prisoners?   | _____      | _____     |
| 23. Do prisoner feeding procedures present escape opportunities?  | _____      | _____     |
| 24. Are there procedures for the emergency evacuation of prisoners from temporary holding areas?                                      | _____      | _____     |
| 25. Do security and transportation officers understand procedures for emergency evacuation of prisoners from temporary holding areas? | _____      | _____     |

**Security Equipment Storage Area**

- |  |       |       |
|--|-------|-------|
| 1. Are the number of gun cabinets adequate?  | _____ | _____ |
| 2. Are storage areas locked with keys that cannot normally be duplicated commercially? | _____ | _____ |

**Prisoner Procedures**

- |  |       |       |
|--|-------|-------|
| 1. Is there a procedure for handling the medical emergencies of prisoners? | _____ | _____ |
|--|-------|-------|

**Please use an additional page to offer any specific comments or suggestions for improvements in the security of the courthouse.**